

\$1-	<del>176</del>	200
\$5-	<del>210</del>	186
\$10-	<del>4</del>	5
\$20-	<del>5</del>	12

## Cash Management Log

DAY - TH DATE - 7/30/12

SAFE COUNT									
NAME	OPEN: <u>2:00pm</u>		MID 1: <u>4:00pm</u>		MID 2:		MID 3:		CLOSE: <u>7:00pm</u>
SAFE COUNT	START	END	START	END	START	END	START	END	START
TIME	<u>5:30a</u>	<u>12:37pm</u>	<u>1:00pm</u>	<u>5:30p</u>					<u>5:45</u>
\$0.01	<u>40</u>	<u>36</u>	<u>36</u>	<u>34</u>					<u>34</u>
\$0.05	<u>50</u>	<u>49</u>	<u>49</u>	<u>49</u>					<u>49</u>
\$0.10	<u>14</u>	<u>13</u>	<u>13</u>	<u>10</u>					<u>10</u>
\$0.25	<u>39</u>	<u>38</u>	<u>38</u>	<u>34</u>					<u>34</u>
\$1.00	<u>200</u>	<u>199</u>	<u>199</u>	<u>155</u>					<u>155</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>
\$5.00	<u>186</u>	<u>126</u>	<u>126</u>	<u>88</u>					<u>88</u>
\$10.00	<u>5</u>	<u>5</u>	<u>5</u>	<u>0</u>					<u>0</u>
\$20.00	<u>12</u>	<u>28</u>	<u>28</u>	<u>0</u>					<u>0</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>\$900</u>
Total Change Fund	<u>2000</u>	<u>\$2050</u>	<u>\$2000</u>	<u>\$1100</u>					<u>\$1100</u>
# Tills/Total \$	<u>40</u>	<u>Active</u>	<u>40</u>	<u>Active</u>					<u>Active</u>
# Till Drops	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>
Cust. Recov. Cert.	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>					<u>40</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>12</u>	<u>4</u>	<u>0</u>	<u>0</u>					<u>12</u>
Comments:									

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Cash Controller	Taken By Cash Controller: <u>Andy Clarke</u>
Preparing Deposit: <u>Andy Clarke</u>	Date to Bank: <u>7/30</u>
Start Time: <u>4:00p</u>	Time to Bank: <u>5:00</u>
Deposit Bag #: <u>12512689185</u>	Deposit Bag #: <u>12512689185</u>
Deposit Witness: <u>Andy Clarke</u>	Banking Witness: <u>Andy Clarke</u>
Deposit \$: <u>\$2,745.00</u>	Bank Validated \$: <u>2745.00</u>
Completion Time: <u>4:30p</u>	Bank Validation Time: <u>5:15p</u>
Change Order \$:	Change \$ Received:
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1345744</u>	<u>WH</u>	<u>TB46478740</u>	<u>AL</u>	<u>6:20pm</u>
<u>1345744</u>	<u>WH</u>	<u>TB46478739</u>	<u>AL</u>	<u>6:20pm</u>

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments:	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

\*Witness on tip drop removals must be the scheduled cash controller.

## Cash Management Log

## STORE COMMUNICATIONS

DAY -

Saturday

DATE -

7-8-10

## REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Edwin	99321532	S	1:58p
Michele	99321357	MS	12:09p

## REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Robert	99321559	AR	6:10p
Wendy	99321359	MS	12:09p

## REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
FELISHA	99321545	S	1:54p
Beth	99321347	MS	1:28p

## REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Miguel	99321542	AC	6:04p

## REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

### My Transaction Summary

\*\*\*\*\*

Further review may result in delayed availability of this deposit

Business Date 07/30/2010  
Session #45

Thank you - wasef  
Cashbox #01

**TranSource**

DATE 1/23/2010

**DEPOSIT TICKET**

	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY Chris Clark

DEPOSIT VERIFIED BY [Signature]

PRINT NAME Chris Clark

DEPOSIT BAG # 121251111

**TOTAL** 12716.21

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

**TO REORDER**  
CALL 1-800-750-4545  
AND REFERENCE  
ORDER #2UM9045

**ITEMS**

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY  
STORE #7547  
SHERIDAN SQUARE (72 GROVE ST)  
JPMORGAN CHASE BANK

754.711 1:560 20.10 2.21  
777.16958.21

## Cash Management Log

DAY: SM DATE: 7/31/10

SAFE COUNT										
NAME	OPEN: <u>Edwin</u>		MID 1: <u>Andy</u>		MID 2:		MID 3:		CLOSE: <u>Wendy</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>5:00A</u>	<u>2:00P</u>	<u>2:00P</u>	<u>6:15PM</u>					<u>6:00</u>	<u>6:30</u>
\$0.01	<u>24</u>	<u>24</u>	<u>24</u>	<u>10</u>					<u>10</u>	<u>4</u>
\$0.05	<u>51</u>	<u>51</u>	<u>51</u>	<u>50</u>					<u>50</u>	<u>50</u>
\$0.10	<u>29</u>	<u>27</u>	<u>27</u>	<u>22</u>					<u>22</u>	<u>20</u>
\$0.25	<u>32</u>	<u>29</u>	<u>29</u>	<u>23</u>					<u>23</u>	<u>21</u>
\$1.00	<u>116</u>	<u>71</u>	<u>71</u>	<u>110</u>					<u>110</u>	<u>48</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
\$5.00	<u>187</u>	<u>294</u>	<u>294</u>	<u>277</u>					<u>277</u>	<u>224</u>
\$10.00	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>3</u>
\$20.00	<u>18</u>	<u>2</u>	<u>2</u>	<u>3</u>					<u>3</u>	<u>19</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
Total Change Fund	<u>2000</u>	<u>2120</u>	<u>2120</u>	<u>42000</u>					<u>2000</u>	<u>2000</u>
# Tills/Total \$	<u>12/2</u>	<u>12/2</u>	<u>12/2</u>	<u>12/2</u>					<u>12/2</u>	<u>4200</u>
# Till Drops	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>					<u>12</u>	<u>12</u>
Cust. Recov. Cert.	<u>42</u>	<u>42</u>	<u>42</u>	<u>42</u>					<u>42</u>	<u>42</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>					<u>12</u>	<u>12</u>
Comments:	<u>note \$120</u>									

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller:	Taken By Cash Controller:
Preparing Deposit:	Date to Bank:
Start Time:	Time to Bank:
Deposit Bag #:	Deposit Bag #:
Deposit Witness:	Banking Witness:
Deposit \$:	Bank Validated \$:
Completion Time:	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	<u>Andy Charles</u>
Date:	<u>7/31</u>
Partner Name:	<u>Miguel Diaz</u>
Register ID	<u>2 Bottom</u>
Over/Short \$:	<u>+ \$2.59</u>
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	<u>Andy Charles</u>
Date:	<u>7/31</u>
Partner Name:	<u>Robert Reynolds</u>
Register ID	<u>1 Bottom</u>
Over/Short \$:	<u>- \$1.79</u>
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1345744</u>	<u>WH</u>	<u>TB46478741</u>	<u>WJ</u>	<u>8:01pm</u>
<u>1345744</u>	<u>WH</u>	<u>TB46478742</u>	<u>WJ</u>	<u>8:01pm</u>

PARTNER TIP REMOVAL (weekly)			
PARTNER #:	INITIALS:	TIME:	
CC WITNESS (mandatory):			
DROP BAG #S:			

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.



## Cash Management Log

## STORE COMMUNICATIONS

DAY -

DATE -

## REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Angel MIGER	99323920	MS	1:15p

## REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
ROBERT	99323989	★	9:35

## REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Angie	99323935	NO	1:18p

## REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
MS			

## REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASE  
CHASE  
CHASE  
CHASE  
CHASE  
CHASE  
CHASE  
CHASE

Open a Home Equity Line of Credit,  
Consolidate your debt,  
Remodel your home, Pay for college,  
Talk to a Personal Banker today!

My Transaction Summary

\*\*\*\*\*

Transaction #107  
Account Number Ending In: 9582  
Checking Deposit \$2,865.26  
Cash Amount \$2,865.26

Further review may result in delay in  
availability of this deposit

.....

JPMorgan Chase Bank, N.A.  
Sheridan Square, Branch 000694  
1-800-935-9935  
Member FDIC, Equal Housing Lender  
Please keep your receipt  
07/31/2010 13:05

Business Date 08/02/2010  
Session #47


Thank you - Edwin  
Cashbox #06



**TranSource**

DATE 7/31/2010

**DEPOSIT TICKET**



**STARBUCKS COFFEE COMPANY**  
STORE #7547  
SHERIDAN SQUARE (77 GROVE ST)

	CURRENCY	DOLLARS	CENTS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

**DEPOSIT PREPARED BY** Amelia Clark

**DEPOSIT VERIFIED BY** Amelia Clark

**PRINT NAME** Amelia Clark

**DEPOSIT BAG #** 186312124

**TOTAL** 186312124

PLEASE BE CAREFUL ITEMS ARE PROPERLY ENDORSED

JP MORGAN CHASE BANK

**TOTAL ITEMS** 186312124

**TO R ORDER**  
CALL 888.750.4545  
AND REFERENCE  
ORDER #22UM9045

**DEPOSIT TICKET**

## Cash Management Log

DAY: Sunday DATE: 8/1/10

SAFE COUNT										
NAME	OPEN:	MID 1:	MID 2:	MID 3:	CLOSE:					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:10	1:20 P	1:30 P	5:00 P					5:10 P	2:30 A
\$0.01	4	4	4	4					14	6
\$0.05	50	49	49	49					49	44
\$0.10	20	17	17	17					17	10
\$0.25	21	18	18	18					18	11
\$1.00	48	5	5	80					80	44
\$2.00	0	0	0	0					0	0
\$5.00	246	200	200	200					200	161
\$10.00	3	1	1	1					1	2
\$20.00	19	31	27	21					27	49
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	2000	2000	2000	2000					2000	2000
# Tills/Total \$	11200	Active	Active	Active					Active	Active
# Till Drops	12	2	0	10					12	12
Cust. Recov. Cert.	42	42	42	42					42	45
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	12	12	12	12					12	12
Comments:										

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller:	Taken By Cash Controller:
Preparing Deposit:	Date to Bank:
Start Time:	Time to Bank:
Deposit Bag #:	Deposit Bag #:
Deposit Witness:	Banking Witness:
Deposit \$:	Bank Validated \$:
Completion Time:	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1633595	E	16478743	WH	12:12
1633598	L	46478746	WH	12:12

PARTNER TIP REMOVAL (weekly)			
PARTNER #:	INITIALS:	TIME:	
CC WITNESS (mandatory):			
DROP BAG #S:			

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.



**CHASE**

CHASE 

73

### My Transaction Summary

\*\*\*\*\*

Further review may result in delayed availability of this deposit .


Business Date 08/02/2010  
Session #106

Thank you - wasef  
Cashbox #01

**TranSource®**

DATE 8/6/2010

**DEPOSIT TICKET**



**STARBUCKS COFFEE COMPANY**  
STORE #7547  
SHERIDAN SQUARE (72 GROVE ST.)

		DOLLARS	CENTS
CURRENCY		2862	00
COIN		20	176
CHECKS			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

7547 1:5602070221

7771695821

**DEPOSIT PREPARED BY** Andy Charles

**DEPOSIT VERIFIED BY** Andy Charles

**PRINT NAME** Andy Charles

**DEPOSIT BAG #** 1265913176

**TOTAL** 2862 00

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDOSED

**STARBUCKS COFFEE COMPANY**  
SHERIDAN SQUARE (72 GROVE ST.)

**DEPOSIT TICKET**

TO REORDER  
CALL 1-888-730-4343  
AND REFERENCE  
ORDER #22UM9045

## CASH MANAGEMENT TROUBLESHOOTING

**ISSUE: Till is short opening fund when CC counts down drawer after final use.**

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on Comments section of Safe Count Log.**
4. The shortage in the change bank must be corrected when the deposit is prepared.

**NEXT DAY:**

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on the Comments section of the Deposit Prep Log.**

**ISSUE: Unassigned till is over opening funds.**

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

**NEXT DAY:**

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

**ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.**

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

**ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.**

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

**ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.**

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
  - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

**NOTE:** If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.
3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. **After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).**

**ISSUE: Consolidated till drop bag funds do not match MWS deposit total:**

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. **Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).**

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Week 2  
Aug 2 - 8



**Cash Management Log Policies, Standards & Procedures**

The Cash Management Log must be completed each day. Print legibly and complete in pen.  
Store operating funds and tip funds must be secured at all times.

**Till Drop Procedure (Cash Controller):**

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

**Final Use Till Count Procedure (Cash Controller):**

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

**Safe Count Procedure (Cash Controller):**

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

**Deposit Log (Cash Controller):**

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

**Deposit Prep Section Procedure:**

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

**Deposit to Bank Section Procedure:**

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

**Till Audit Procedure (Store Manager):**

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

**Report Store Operating Funds Procedure (Store Manager):**

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 – to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

**Tip Drop Procedure (all partners):**

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

**Tip Drop Removal Procedure**

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

**Accountability and Duty to Report**

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.





A large, empty rectangular area with horizontal lines, resembling a ruled page or a form for text entry.



## Cash Management Log

DAY- Monday DATE - 08/02/2010

SAFE COUNT										
NAME	OPEN: <u>Andy</u>		MID 1: <u>Edwin</u>		MID 2:		MID 3:		CLOSE: <u>✓ 11/12</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>5:00 AM</u>		<u>2:00 PM</u>	<u>6:00 PM</u>					<u>6:26 PM</u>	<u>1:21 AM</u>
\$0.01	<u>6</u>	<u>6</u>	<u>6</u>	<u>62</u>					<u>56</u>	<u>56</u>
\$0.05	<u>44</u>	<u>44</u>	<u>44</u>	<u>44</u>					<u>43</u>	<u>43</u>
\$0.10	<u>10</u>	<u>10</u>	<u>10</u>	<u>48</u>					<u>46</u>	<u>45</u>
\$0.25	<u>11</u>	<u>11</u>	<u>11</u>	<u>46</u>					<u>44</u>	<u>41</u>
\$1.00	<u>44</u>	<u>44</u>	<u>44</u>	<u>246</u>					<u>296</u>	<u>226</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
\$5.00	<u>161</u>	<u>101</u>	<u>101</u>	<u>279</u>					<u>180</u>	<u>181</u>
\$10.00	<u>2</u>	<u>2</u>	<u>2</u>	<u>0</u>					<u>1</u>	<u>2</u>
\$20.00	<u>44</u>	<u>60</u>	<u>60</u>	<u>2</u>					<u>3</u>	<u>5</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
Total Change Fund	<u>\$2000</u>	<u>2000</u>	<u>\$2000</u>	<u>2000</u>					<u>2000</u>	<u>2000</u>
# Tills/Total \$	<u>Active</u>	<u>Active</u>	<u>Active</u>	<u>Active</u>					<u>Active</u>	<u>4200</u>
# Till Drops	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
Cust. Recov. Cert.	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>					<u>37</u>	<u>37</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>TL</u>	<u>TL</u>	<u>TL</u>	<u>TL</u>					<u>40</u>	<u>40</u>
Comments:										

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller:	Taken By Cash Controller: <u>Edwin Coward</u>
Preparing Deposit: <u>Andy Coward</u>	Date to Bank: <u>8/2/10</u>
Start Time: <u>12:30 PM</u>	Time to Bank: <u>2:00 PM</u>
Deposit Bag #: <u>128169899</u>	Deposit Bag #: <u>128169899</u>
Deposit Witness: <u>Ed</u>	Banking Witness: <u>Edwin Coward</u>
Deposit \$: <u>\$2272.72</u>	Bank Validated \$: <u>\$2272.72</u>
Completion Time: <u>11:00 AM</u>	Bank Validation Time: <u>2:30 PM</u>
Change Order \$: <u>\$800</u>	Change \$ Received: <u>\$800</u>
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	<u>Edwin</u>
Date:	<u>8/2/10</u>
Partner Name:	<u>ELISHA</u>
Register ID:	<u>497355</u>
Over/Short \$:	<u>(20.24)</u>
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	<u>Edwin</u>
Date:	<u>8/2/10</u>
Partner Name:	<u>JIN</u>
Register ID:	<u>1699047</u>
Over/Short \$:	<u>(2.74)</u>
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	<u>Edwin</u>
Date:	<u>8/2/10</u>
Partner Name:	<u>Robert</u>
Register ID:	<u>128169899</u>
Over/Short \$:	<u>(59.93)</u>
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

\*Witness on tip drop removals must be the scheduled cash controller.

## Cash Management Log

## STORE COMMUNICATIONS

DAY -

TUESDAY

DATE -

8-3-10

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Thiel	99323958	MP	12
Thiel	99323953	MP	12:30
Thiel	99323976	MP	12:45

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Wiley	99323982	AE	2:30

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Ange	99323956	MS	12:45

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Beth	99323988	MP	8:12:45

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

### My Transaction Summary

\*\*\*\*\*

Further review may result in delayed availability of this deposit

Business Date 09/03/2010  
Session #36

DRB 16302

P1 - 246 220  
95 - 180 181  
P10 - 4 3 2  
P20 - 5 4 5



## Cash Management Log

DAY- THU DATE - 8/13/10

SAFE COUNT										
NAME	OPEN: <u>9/11/10</u>		MID 1: <u>Andy</u>		MID 2:		MID 3:		CLOSE: <u>SPIN</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>5</u>		<u>1:30P</u>	<u>4:14PM</u>					<u>4:15PM</u>	<u>12:00A</u>
\$0.01	<u>52</u>	<u>52</u>	<u>52</u>	<u>48</u>					<u>48</u>	<u>40</u>
\$0.05	<u>43</u>	<u>41</u>	<u>41</u>	<u>41</u>					<u>41</u>	<u>37</u>
\$0.10	<u>45</u>	<u>43</u>	<u>43</u>	<u>41</u>					<u>41</u>	<u>36</u>
\$0.25	<u>41</u>	<u>39</u>	<u>39</u>	<u>38</u>					<u>38</u>	<u>33</u>
\$1.00	<u>221</u>	<u>202</u>	<u>202</u>	<u>204</u>					<u>204</u>	<u>166</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
\$5.00	<u>181</u>	<u>117</u>	<u>117</u>	<u>197</u>					<u>197</u>	<u>154</u>
\$10.00	<u>2</u>	<u>2</u>	<u>2</u>	<u>0</u>					<u>0</u>	<u>0</u>
\$20.00	<u>5</u>	<u>24</u>	<u>24</u>	<u>6</u>					<u>6</u>	<u>23</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>
Total Change Fund	<u>2200</u>	<u>2000</u>	<u>2000</u>	<u>2000</u>					<u>2090</u>	<u>2000</u>
# Tills/Total \$	<u>4680</u>	<u>Active</u>	<u>4680</u>	<u>Active</u>					<u>4680</u>	<u>Active</u>
# Till Drops	<u>0</u>	<u>TL</u>	<u>TL</u>	<u>TL</u>					<u>TL</u>	<u>TL</u>
Cust. Recov. Cert.	<u>37</u>	<u>35</u>	<u>35</u>	<u>37</u>					<u>37</u>	<u>32</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>TL</u>	<u>TL</u>	<u>TL</u>	<u>37</u>					<u>TL</u>	<u>TL</u>
Comments:										

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller: <u>Nigel</u>	Taken By Cash Controller: <u>Andy Charles</u>
Preparing Deposit: <u>11:30</u>	Date to Bank: <u>8/13</u>
Start Time: <u>11:30</u>	Time to Bank: <u>8:13</u>
Deposit Bag #: <u>128618990</u>	Deposit Bag #: <u>128618990</u>
Deposit Witness: <u>Andy Charles</u>	Banking Witness: <u>Andy Charles</u>
Deposit \$: <u>2,610.76</u>	Bank Validated \$: <u>2,610.76</u>
Completion Time: <u>12:20P</u>	Bank Validation Time: <u>1:20P</u>
Change Order \$: <u>0</u>	Change \$ Received: <u>0</u>
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager: <u>Kevin</u>	
Date: <u>8/13/10</u>	
Partner Name: <u>Angie</u>	
Register ID: <u>2A</u>	
Over/Short \$: <u>+19</u>	
Comments: <u>NO</u>	

PARTNER TILL AUDIT #2	
Store Manager: <u>Kevin</u>	
Date: <u>8/13/10</u>	
Partner Name: <u>Nigel</u>	
Register ID: <u>1A</u>	
Over/Short \$: <u>(-19)</u>	
Comments: <u>NO</u>	

PARTNER TILL AUDIT #3	
Store Manager: <u>Andy Charles</u>	
Date: <u>8/13/10</u>	
Partner Name: <u>Jim</u>	
Register ID: <u>1 Bot</u>	
Over/Short \$: <u>+12.56</u>	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1085485</u>	<u>HK</u>	<u>46478745</u>	<u>BS</u>	<u>6P</u>
		<u>46478744</u>		<u>6P</u>

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments:	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

\*Witness on tip drop removals must be the scheduled cash controller.

DAY - Wednesday DATE - August 4, 2010

[illegible]

CHASE  
CHASE  
CHASE  
CHASE  
CHASE  
CHASE  
CHASE  
CHASE

Open a Home Equity Line of Credit,  
Consolidate your debt,  
Remodel your home, Pay for college,  
Talk to a Personal Banker today!

My Transaction Summary

\*\*\*\*\*

Transaction #70  
Account Number Ending In: 9582  
Checking Deposit \$2,610.76  
Cash Amount \$2,610.76

Further review may result in delayed  
availability of this deposit  
.....

JPMorgan Chase Bank, N.A.  
Sheridan Square, Branch 000694  
1-800-935-9935  
Member FDIC, Equal Housing Lender  
Please keep your receipt  
08/03/2010 13:11


Business Date 08/03/2010  
Session #35

Thank you - amauri  
Cashbox #07

**TranSource**

DATE 8/3/10

**DEPOSIT TICKET**



**STARBUCKS COFFEE COMPANY**  
STORE #7547  
SHERIDAN SQUARE (2 GROVE ST)  
JPMORGAN CHASE

CURRENCY	DOLLARS	CENTS
COIN	<u>2610</u>	<u>76</u>
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

DEPOSIT PREPARED BY Morgan Chase

DEPOSIT VERIFIED BY Morgan Chase

PRINT NAME Morgan Chase

DEPOSIT BAG # 128616990

<b>TOTAL</b>	<u>2610</u>	<u>76</u>
--------------	-------------	-----------

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

2610 076

TO REORDER  
CALL 1-888-66-4445  
AND REFERENCE  
ORDER #220190045

TOTAL ITEMS

DEPOSIT TICKET

## Cash Management Log

DAY- Wednesday DATE - 08/04/2010

SAFE COUNT									
NAME	OPEN: <u>Andy</u>	MID 1: <u>Michele</u>	MID 2:	MID 3:	CLOSE: <u>1/020</u>				
SAFE COUNT	START	END	START	END	START	END	START	END	
TIME	<u>5:30am</u>	<u>12:30p</u>	<u>1:00</u>	<u>4:00</u>					<u>4:00pm</u>
\$0.01	<u>40</u>	<u>40</u>	<u>40</u>	<u>32</u>					<u>32</u>
\$0.05	<u>37</u>	<u>37</u>	<u>37</u>	<u>35</u>					<u>35</u>
\$0.10	<u>36</u>	<u>36</u>	<u>36</u>	<u>33</u>					<u>33</u>
\$0.25	<u>33</u>	<u>33</u>	<u>33</u>	<u>29</u>					<u>29</u>
\$1.00	<u>166</u>	<u>156</u>	<u>156</u>	<u>154</u>					<u>154</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>
\$5.00	<u>154</u>	<u>220</u>	<u>220</u>	<u>209</u>					<u>209</u>
\$10.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>
\$20.00	<u>23</u>	<u>7</u>	<u>7</u>	<u>13</u>					<u>13</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>
Total Change Fund	<u>2000</u>	<u>2000</u>	<u>2000</u>	<u>2000</u>					<u>2000</u>
# Tills/Total \$	<u>1612</u>	<u>1612</u>	<u>1612</u>	<u>1612</u>					<u>1612</u>
# Till Drops	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>0</u>
Cust. Recov. Cert.	<u>37</u>	<u>37</u>	<u>37</u>	<u>37</u>					<u>37</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>					<u>12</u>
Comments:									

Report Store Operating Funds	
Signature: _____	\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Cash Controller	Taken By Cash Controller: <u>Andy Charles</u>
Preparing Deposit: <u>Andy Charles</u>	Date to Bank: <u>8/4/2010</u>
Start Time: <u>11:00am</u>	Time to Bank: <u>12:15pm</u>
Deposit Bag #: <u>1286119899</u>	Deposit Bag #: <u>1286119899</u>
Deposit Witness: <u>Michelle</u>	Banking Witness: <u>Michelle</u>
Deposit \$: <u>12629.98</u>	Bank Validated \$: <u>12629.98</u>
Completion Time: <u>12:20pm</u>	Bank Validation Time: <u>12:20pm</u>
Change Order \$: <u>1600</u>	Change \$ Received: <u>1600</u>
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager: <u>Kevin</u>	
Date: <u>8/4/10</u>	
Partner Name: <u>Michelle</u>	
Register ID: <u>14</u>	
Over/Short \$: <u>(-2.14)</u>	
Comments: <u>MD</u>	

PARTNER TILL AUDIT #2	
Store Manager: <u>Kevin</u>	
Date: <u>8/4/10</u>	
Partner Name: <u>Jim</u>	
Register ID: <u>21</u>	
Over/Short \$: <u>(-2.21)</u>	
Comments: <u>MS</u>	

PARTNER TILL AUDIT #3	
Store Manager: _____	
Date: _____	
Partner Name: _____	
Register ID: _____	
Over/Short \$: _____	
Comments: _____	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>163548</u>	<u>HK</u>	<u>46478747</u>	<u>NT</u>	<u>8:20p</u>
		<u>46478748</u>		

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #'S:	

DM VERIFICATION	
DM Signature: _____	Date Reviewed: _____
Comments: _____	

\*Witness on tip drop removals must be the scheduled cash controller.



## Cash Management Log

## STORE COMMUNICATIONS

DAY - THURSDAY DATE - 8-8-10

REGISTER 1 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nigel	99323980	NH	11:34
Simon	99323984	(2)	11:12

REGISTER 1 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Edwin	99323989	SA	11:58

REGISTER 2 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Felicia	99323966	NH	11:34
Ben	99323950	(2)	12:41A

REGISTER 2 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
JIN	99323964	#	
JIN	99323962	#	

REGISTER 3 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME



CHASE



CHASE

Open a Home Equity Line of Credit,  
Consolidate your debt,  
Remodel your home, Pay for college,  
Talk to a Personal Banker today!

My Transaction Summary

\*\*\*\*\*



CHASE

Transaction #4  
Account Number Ending In: 9592  
Checking Deposit \$2,629.98  
Cash Amount \$2,629.98

Further review may result in delayed  
availability of this deposit



CHASE

JPMorgan Chase Bank, N.A.  
Sheridan Square, Branch 000694  
1-800-935-9935  
Member FDIC, Equal Housing Lender  
Please keep your receipt  
08/04/2010 12:17

Business Date 08/04/2010  
Session #3



CHASE

Thank you - wasef  
Cashbox #01

**TranSource**

DATE 8/11/2010

**DEPOSIT TICKET**

		DOLLARS	CENTS
CURRENCY			
COIN			
CHECKS	LIST EACH SEPARATELY		
1			
2			
3			
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19			
20			

DEPOSIT PREPARED BY Andy Charles

DEPOSIT VERIFIED BY Andy Charles

PRINT NAME Andy Charles

DEPOSIT BAG # 28616

**TOTAL**

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

**DEPOSIT TICKET**

STARBUCKS COFFEE COMPANY  
STORE #7547  
SHERIDAN SQUARE (72 GROVE ST)

JPMORGAN CHASE BANK

TO REORDER  
CALL 1-800-543-5434  
OR VISIT JPMORGAN.COM  
ORDER # 270819045

ITEMS TOTAL

RECEIVED AT STARBUCKS COFFEE COMPANY  
ON 8/11/2010 AT 1:55 PM  
BY ANDY CHARLES  
CASHIER # 1001  
SHERIDAN SQUARE (72 GROVE ST)

11:51 AM 8/11/2010  
1:55 PM 8/11/2010  
1:55 PM 8/11/2010

## Cash Management Log

DAY: THURSDAY DATE: 8/5/10

SAFE COUNT										
NAME	OPEN:	MID 1:		MID 2:		MID 3:		CLOSE:		
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5	11:30			11:30	4:30			4:30	12:46A
\$0.01	24	44			44	40			70	28
\$0.05	33	31			31	30			30	26
\$0.10	31	30			30	27			27	23
\$0.25	24	42			42	40			40	35
\$1.00	204	236			236	285			235	259
\$2.00	0	0			0	0			0	0
\$5.00	205	214			214	194			194	280
\$10.00	3	2			2	2			2	3
\$20.00	14	1			1	8			8	9
OTHER \$'s	0	0			0	0			0	0
Total Change Fund	2000	2000			2000	2000			2000	2000
# Tills/Total \$	4200	Active			Active	Active			Active	4/200
# Till Drops	0	0			0	0			0	0
Cust. Recov. Cert.	37	37			37	37			37	37
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	0	0			0	0			0	0
Comments:										

## Report Store Operating Funds:

Signature:	\$ Amount Entered:
------------	--------------------

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:	<u>Michael's</u>	Taken By Cash Controller:	<u>Michael's</u>
Preparing Deposit:		Date to Bank:	<u>8/5/10</u>
Start Time:	<u>10:00a</u>	Time to Bank:	<u>10:50a</u>
Deposit Bag #:	<u>128616988</u>	Deposit Bag #:	<u>128616988</u>
Deposit Witness:		Banking Witness:	
Deposit \$:	<u>2625.98</u>	Bank Validated \$:	<u>2625.98</u>
Completion Time:	<u>10:30a</u>	Bank Validation Time:	<u>11:20a</u>
Change Order \$:	<u>\$260</u>	Change \$ Received:	<u>\$260</u>
Comments:			

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	<u>Kenna</u>
Date:	<u>8/5</u>
Partner Name:	<u>Nigel</u>
Register ID	<u>17</u>
Over/Short \$:	<u>(-10)</u>
Comments:	<u>N</u>

PARTNER TILL AUDIT #2	
Store Manager:	<u>Kenna</u>
Date:	<u>8/5</u>
Partner Name:	<u>Felisa</u>
Register ID	<u>27</u>
Over/Short \$:	<u>(-19)</u>
Comments:	<u>N</u>

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1345744	<u>WH</u>	<u>TB46478749</u>	<u>(S)</u>	<u>10:50</u>
1345744	<u>WH</u>	<u>TB46478750</u>	<u>(S)</u>	<u>10:00</u>

PARTNER TIP REMOVAL (weekly)			
PARTNER #:	INITIALS:	TIME:	
CC WITNESS (mandatory):			
DROP BAG #'S:			

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

DAY - Friday

DATE - 8-2-72


[illegible]



**TranSource**

DATE 6/5/10

**DEPOSIT TICKET**



**STARBUCKS COFFEE COMPANY**  
STORE #7547  
SHERIDAN SQUARE (72 GROVE ST)  
JPMORGAN CHASE BANK

CURRENCY	DOLLARS	CENTS
COIN	2625	75
CHECKS	LIST EACH SEPARATELY	
1		
2		
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20		

DEPOSIT PREPARED BY Mike [Signature]

DEPOSIT VERIFIED BY 1281616988

PRINT NAME Nicolas Diaz

DEPOSIT BAG #

**TOTAL** 2625

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENCLOSED

7547 1:5602010221

7771695821

**DEPOSIT TICKET**



81 - 255 259  
85 - 194 200  
910 - 23  
920 - 89



DAY - 5th Nov DATE - 8-7-11

[illegible]

128616987

STARBUCKS COFFEE COMPANY DEPOSIT RECORD      GRAND TOTAL: \$ \_\_\_\_\_  
DO NOT DISCARD UPON REMOVAL      DATE: \_\_\_\_\_  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

### My Transaction Summary

\*\*\*\*\*

Further review may result in delayed availability of this deposit

08/07/2010 10:04

Thank you - pedro  
Cashbox #12.

**TranSource®**

DATE 8/10/10

**DEPOSIT TICKET**

**STARBUCKS COFFEE COMPANY**  
STORE #7547  
SHERIDAN SQUARE (72 GROVE ST.)  
JPMORGAN CHASE BANK

7754 701 1:5602010221  
7771695821

	DOLLARS	CENTS
CURRENCY	2964	
COIN	12	75
CHECKS <small>LIST EACH SEPARATELY</small>		
1		
2		
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DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME Kevin Nagle

DEPOSIT BAG # 1286119873

**TOTAL** 2976 75

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

**STARBUCKS**

2976 75

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #22UM9045

**DEPOSIT TICKET**



## Cash Management Log

DAY - 8th DATE - 8/17/10

SAFE COUNT										
NAME	OPEN:	MID 1:	MID 2:	MID 3:	CLOSE:					
SAFE COUNT	START	END	START	END	START	END				
TIME	6:32A	2:00PM	2:00PM	6:00P						
\$0.01	20	34	34	50						
\$0.05	26	25	25	25						
\$0.10	16	37	37	36						
\$0.25	26	32	32	32						
\$1.00	259	228	208	215						
\$2.00	0	0	0	0						
\$5.00	92	240	240	242						
\$10.00	3	0	0	0						
\$20.00	42	0	0	0						
OTHER \$'s	0	0	0	0						
Total Change Fund	2001	2000	15000	32000						
# Tills/Total \$	Active	Active	Active	Active						
# Till Drops	0	0	0	0						
Cust. Recov. Cert.	35	35	39	39						
P-Card	Y/N	Y/N	Y/N	Y/N						
# Tip Bags	12	12	12	12						
Comments:	375 waste goes to deposit									

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller:	Taken By Cash Controller:
Preparing Deposit:	Date to Bank:
Start Time:	Time to Bank:
Deposit Bag #:	Deposit Bag #:
Deposit Witness:	Banking Witness:
Deposit \$:	Bank Validated \$:
Completion Time:	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	Ken
Date:	8/17/10
Partner Name:	Robert
Register ID	28
Over/Short \$:	(-15.68)
Comments:	Counterfeit \$20. Did not add to total. NAD

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1633596	A	46478751	HL	7:47A
1633595	A	46478752	HL	7:45A

PARTNER TIP REMOVAL (weekly)			
PARTNER #:	INITIALS:	TIME:	
CC WITNESS (mandatory):			
DROP BAG #'S:			

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller

## Cash Management Log

## STORE COMMUNICATIONS

DAY - Sunday DATE - 8-8-10

REGISTER 1 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Helen	99321331	AC	11:00P

REGISTER 1 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Robert	99321335	AC	11:00P

REGISTER 2 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Angie	8P99321333	AC	1:54P

REGISTER 2 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andy	99321331	AC	12:15P

REGISTER 3 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

128616986

STARBUCKS COFFEE COMPANY DEPOSIT RECORD      GRAND TOTAL: \$ 2977.15  
DO NOT DISCARD UPON REMOVAL      DATE: 8-2-10  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

### My Transaction Summary

\*\*\*\*\*

Further review may result in delayed  
availability of this deposit

Thank you -- pedro  
Cashbox #12

**TranSource®**

DATE 8-7-10

**DEPOSIT TICKET**

		DOLLARS	CENTS
CURRENCY		<u>292</u>	<u>08</u>
COIN		<u>5</u>	<u>15</u>
CHECKS	LIST EACH SEPARATELY		
1			
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DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME EDWIN C...

DEPOSIT BAG # 128616986

**TOTAL** 2997

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER CALL 1-888-750-4545  
AND REFERENCE ORDER #22UM9045

**DEPOSIT TICKET**

STARBUCKS COFFEE COMPANY  
STORE #7547  
SHERIDAN SQUARE (72 GROVE ST)  
JPMORGAN CHASE BANK

77547015602010221  
77716958211

2997.15

ITEMS

CHECKS AND OTHER ITEMS ARE NOT TO BE DEPOSITED IN THIS BOX. TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY AGREEMENT, DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

## Cash Management Log

DAY: Sunday DATE: 8/8/10

SAFE COUNT										
NAME	OPEN: <u>Jill</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>Andy</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:15A	1:46P							1:45P	2:00AM
\$0.01	18	116							16	16
\$0.05	23	20							20	18
\$0.10	31	29							29	23
\$0.25	28	27							27	20
\$1.00	200	182							182	169
\$2.00	0	0							0	0
\$5.00	233	203							203	189
\$10.00	0	0							0	1
\$20.00	7	17							17	36
OTHER \$'s	0	0							0	0
Total Change Fund	1995	2000							2000	2000
# Tills/Total \$	4/200	Active							Active	4/200
# Till Drops	40	40							40	3
Cust. Recov. Cert.	39	39							39	39
P-Card	Y(N)	Y(N)	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y(N)	Y(N)
# Tip Bags	40	40							40	40
Comments:	② 85 chart sale 233355 not 214									

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION																					
<table border="1"> <thead> <tr> <th>Deposit Prep</th> <th>Deposit to Bank</th> </tr> </thead> <tbody> <tr> <td>Cash Controller: <u>Ku</u></td> <td>Taken By Cash Controller: <u>Ku</u></td> </tr> <tr> <td>Preparing Deposit:</td> <td>Date to Bank: <u>8/8</u></td> </tr> <tr> <td>Start Time: <u>1020</u></td> <td>Time to Bank: <u>1120</u></td> </tr> <tr> <td>Deposit Bag #: <u>125616985</u></td> <td>Deposit Bag #: <u>125616985</u></td> </tr> <tr> <td>Deposit Witness:</td> <td>Banking Witness:</td> </tr> <tr> <td>Deposit \$: <u>2801.18</u></td> <td>Bank Validated \$: <u>N/A</u></td> </tr> <tr> <td>Completion Time: <u>1050</u></td> <td>Bank Validation Time:</td> </tr> <tr> <td>Change Order #: <u>119</u></td> <td>Change \$ Received:</td> </tr> <tr> <td>Comments:</td> <td>Comments:</td> </tr> </tbody> </table>		Deposit Prep	Deposit to Bank	Cash Controller: <u>Ku</u>	Taken By Cash Controller: <u>Ku</u>	Preparing Deposit:	Date to Bank: <u>8/8</u>	Start Time: <u>1020</u>	Time to Bank: <u>1120</u>	Deposit Bag #: <u>125616985</u>	Deposit Bag #: <u>125616985</u>	Deposit Witness:	Banking Witness:	Deposit \$: <u>2801.18</u>	Bank Validated \$: <u>N/A</u>	Completion Time: <u>1050</u>	Bank Validation Time:	Change Order #: <u>119</u>	Change \$ Received:	Comments:	Comments:
Deposit Prep	Deposit to Bank																				
Cash Controller: <u>Ku</u>	Taken By Cash Controller: <u>Ku</u>																				
Preparing Deposit:	Date to Bank: <u>8/8</u>																				
Start Time: <u>1020</u>	Time to Bank: <u>1120</u>																				
Deposit Bag #: <u>125616985</u>	Deposit Bag #: <u>125616985</u>																				
Deposit Witness:	Banking Witness:																				
Deposit \$: <u>2801.18</u>	Bank Validated \$: <u>N/A</u>																				
Completion Time: <u>1050</u>	Bank Validation Time:																				
Change Order #: <u>119</u>	Change \$ Received:																				
Comments:	Comments:																				

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1638485	AK	46478753	NT	2:50
1633595	EC	46478754	EC	5:50AM
1633595	EC	46478755	EC	5:50AM

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

\*Witness on tip drop removals must be the scheduled cash controller.



128616985

STARBUCKS COFFEE COMPANY DEPOSIT RECORD    GRAND TOTAL: \$ \_\_\_\_\_  
DO NOT DISCARD UPON REMOVAL                      DATE: \_\_\_\_\_  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

**TranSource®**

DATE 8/18/10

**DEPOSIT TICKET**

	DOLLARS	CENTS
CURRENCY	27	16
COIN	15	18
CHECKS LIST EACH SEPARATELY	1	
1	6	
2		
3		
4		
5		
6		
7		
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20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME Kevin, Noye

DEPOSIT BAG # 1250167857

**TOTAL** 280.1

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

**STARBUCKS COFFEE COMPANY**  
STORE #7547  
SHERIDAN SQUARE (72 GROVE ST)

**JPMORGAN CHASE BANK**

TO REORDER  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #22UM9045

**TOTAL ITEMS** 280.1

DEPOSIT TICKET

1254711 15502010221 77716958211

\$1-182

\$5-203

\$10-0

\$20-17

## CASH MANAGEMENT TROUBLESHOOTING

**ISSUE:** Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on Comments section of Safe Count Log.**
4. The shortage in the change bank must be corrected when the deposit is prepared.

**NEXT DAY:**

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on the Comments section of the Deposit Prep Log.**

**ISSUE:** Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

**NEXT DAY:**

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

**ISSUE:** Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

**ISSUE:** There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

**ISSUE:** "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
  - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

**NOTE:** If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. **After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).**

**ISSUE:** Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. **Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).**

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Week 3  
Aug 9 - 15

**Cash Management Log Policies, Standards & Procedures**

The Cash Management Log must be completed each day. Print legibly and complete in pen.  
Store operating funds and tip funds must be secured at all times.

**Till Drop Procedure (Cash Controller):**

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

**Final Use Till Count Procedure (Cash Controller):**

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

**Safe Count Procedure (Cash Controller):**

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lockout Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

**Deposit Log (Cash Controller):**

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

**Deposit Prep Section Procedure:**

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

**Deposit to Bank Section Procedure:**

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

**Till Audit Procedure (Store Manager):**

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

**Report Store Operating Funds Procedure (Store Manager):**

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

**Tip Drop Procedure (all partners):**

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

**Tip Drop Removal Procedure**

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

**Accountability and Duty to Report**

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.



Handwritten notes on lined paper, including the word "to" and some illegible scribbles.



## Cash Management Log

## STORE COMMUNICATIONS

DAY -

Monday

DATE -

8/9/10

- The breakfast SANDWICHES DAY-DOTTED  
For Sunday ARE for CHARIS, And I  
hope I left the store in good condition, I  
had no precloser

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
MSK	99323730	AC	11:45

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Robert	99324107	AC	5:33

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
MSK	99321065	AC	11:45
MS	99323738	AC	12:15pm

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
SIMON	99324105	AC	5:30

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## Cash Management Log

DAY: Monday DATE: 8/19/10

SAFE COUNT									
NAME	OPEN: <u>Spaw</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>Hou</u>
SAFE COUNT	START	END	START	END	START	END	START	END	START
TIME	<u>5:30pm</u>	<u>12:00am</u>							<u>4:00pm</u>
\$0.01	<u>6</u>	<u>6</u>							<u>28</u>
\$0.05	<u>19</u>	<u>19</u>							<u>14</u>
\$0.10	<u>23</u>	<u>18821</u>							<u>16</u>
\$0.25	<u>20</u>	<u>16</u>							<u>11</u>
\$1.00	<u>169</u>	<u>89</u>							<u>323</u>
\$2.00	<u>0</u>	<u>0</u>							<u>0</u>
\$5.00	<u>132</u>	<u>57</u>							<u>241</u>
\$10.00	<u>7</u>	<u>8</u>							<u>14</u>
\$20.00	<u>36</u>	<u>62</u>							<u>5</u>
OTHER \$s	<u>0</u>	<u>0</u>							<u>0</u>
Total Change Fund	<u>2000</u>	<u>2000</u>							<u>2000</u>
# Tills/Total \$	<u>Active</u>	<u>Active</u>							<u>Active</u>
# Till Drops	<u>3</u>	<u>12</u>							<u>0</u>
Cust. Recov. Cert.	<u>39</u>	<u>39</u>							<u>39</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>TL</u>	<u>0</u>							<u>TL</u>
Comments:									

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Cash Controller	Taken By Cash Controller: <u>Edwin</u>
Preparing Deposit:	Date to Bank: <u>8/19</u>
Start Time: <u>930</u>	Time to Bank: <u>945</u>
Deposit Bag #: <u>128616984</u>	Deposit Bag #: <u>128616984</u>
Deposit Witness: <u>2459-73</u>	Banking Witness:
Completion Time: <u>945</u>	Bank Validated \$: <u>2459-73</u>
Change Order \$: <u>11220</u>	Bank Validation Time: <u>1015</u>
Comments: <u>8-9100 81-1220 821125-1220</u>	Change \$ Received:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROPPED BAG #S:	
<u>46478751</u>	<u>46478744</u>
<u>46478748</u>	<u>46478753</u>
<u>46478755</u>	<u>46478754</u>
<u>46478745</u>	<u>46478750</u>
<u>46478748</u>	
<u>46478752</u>	
<u>46478742</u>	
<u>46478747</u>	

\*Witness on tip drop removals must be the scheduled cash controller.

DAY -

DATE -

[illegible]

STARBUCKS COFFEE COMPANY DEPOSIT RECORD    GRAND TOTAL: \$ \_\_\_\_\_  
DO NOT DISCARD UPON REMOVAL                      DATE: \_\_\_\_\_  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

128616984

CHAS



CHASE

Open a Home Equity Line of Credit,  
Consolidate your debt,  
Remodel your home, Pay for college,  
Talk to a Personal Banker today!

My Transaction Summary



CHASE

\*\*\*\*\*

Transaction #89  
Account Number Ending In: 9582  
Checking Deposit \$2,459.73  
Cash Amount \$2,459.73

Further review may result in delayed  
availability of this deposit



CHASE

JPMorgan Chase Bank, N.A.  
Sheridan Square, Branch 000634  
1-800-935-9935  
Member FDIC, Equal Housing Lender  
Please keep your receipt  
08/09/2010 13:47

Business Date 08/09/2010  
Session #32



USE

Thank you - Rahat  
Cashbox #04

**TranSource**

Date: 8/7/10

**DEPOSIT TICKET**

	DOLLARS	CENTS
CURRENCY	2454	✓
COIN	5	73
CHECKS	LIST EACH SEPARATELY	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

STARBUCKS COFFEE COMPANY  
STORE #7547  
SHERIDAN SQUARE (72 GROVE ST)

JPMORGAN CHASE BANK

DEPOSIT PREPARED BY: [Signature]

DEPOSIT VERIFIED BY: [Signature]

PRINT NAME: Kevin Nagle

DEPOSIT BAG # 1286169840

**TOTAL** 2459

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

TO REORDER, CALL 1-800-750-4545 AND REFERENCE ORDER #22UM9045

**DEPOSIT TICKET**

7754711 15602010221

77716958211

2459773

DEPOSIT TICKET



## Cash Management Log

DAY: Tues DATE: 5/10/12

SAFE COUNT										
NAME	OPEN:	MID 1:	MID 2:	MID 3:	CLOSE:					
SAFE COUNT	START	END	START	END	START	END				
TIME	5	1:38	1:45	2:15	2:15	2:15				
\$0.01	28	46	46	46	46	46				
\$0.05	14	13	13	13	13	13				
\$0.10	16	35	35	35	35	35				
\$0.25	11	46	46	46	46	46				
\$1.00	223	206	206	206	206	206				
\$2.00	0	0	0	0	0	0				
\$5.00	201	206	206	206	206	206				
\$10.00	0	0	0	0	0	0				
\$20.00	0	0	0	0	0	0				
OTHER \$'s	0	0	0	0	0	0				
Total Change Fund	2000	2000	2000	2000	2000	2000				
# Tills/Total \$	4120	4120	4120	4120	4120	4120				
# Till Drops	0	2	119	119	119	119				
Cust. Recov. Cert.	39	39	39	39	39	39				
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N				
# Tip Bags	12	12	12	12	12	12				
Comments:										

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Deposit Prep	Deposit to Bank
Cash Controller:	Taken By Cash Controller:
Preparing Deposit:	Date to Bank:
Start Time:	Time to Bank:
Deposit Bag #:	Deposit Bag #:
Deposit Witness:	Banking Witness:
Deposit \$:	Bank Validated \$:
Completion Time:	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

PARTNER TIP REMOVAL (weekly)	
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

## Cash Management Log

## STORE COMMUNICATIONS

DAY - Wednesday

DATE - 8-11-10

REGISTER 1 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Neigel	99321081	W	12:40
Simon	BF99321077	(27)	6:35 PM

REGISTER 1 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Robert	99323744	MS	12:40
Helen	BF99321073	(28)	11:47

REGISTER 2 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Logan	BF99321079	(2)	6:45 PM

REGISTER 2 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Beck	BF99321075	(2)	1:00 PM

REGISTER 3 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD    GRAND TOTAL: \$ \_\_\_\_\_  
DO NOT DISCARD UPON REMOVAL                      DATE: \_\_\_\_\_  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

128616983

CHASE

CHASE

Open a Home Equity Line of Credit,  
Consolidate your debt,  
Remodel your home, Pay for college,  
Talk to a Personal Banker today!

My Transaction Summary

CHASE

\*\*\*\*\*  
Transaction #52  
Account Number Ending In: 9582  
Checking Deposit \$2,655.08  
Cash Amount \$2,655.08

Further review may result in delayed  
availability of this deposit  
.....

CHASE

JPMorgan Chase Bank, N.A.  
Sheridan Square, Branch 000694  
1-800-935-9935  
Member FDIC, Equal Housing Lender  
Please keep your receipt  
08/10/2010 13:22

CHASE

Business Date 08/10/2010  
Session #23

Thank you - Rahat  
Cashbox #04

**TranSource**

DATE 5/10/10

**DEPOSIT TICKET**

	DOLLARS	CENTS
CURRENCY	264	08
COIN		
CHECKS		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME Kevin Wyl

DEPOSIT BAG # 1256169832

TOTAL 264 08

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENCLOSED

TO REORDER  
CALL 1-888-790-4343  
AND REFERENCE  
ORDER #Z20N9045

**DEPOSIT TICKET**

STARBUCKS COFFEE COMPANY  
STORE #7547  
SHERIDAN SQUARE (72 GROVE ST)

JPMORGAN CHASE BANK

77547 15802010221

7771695821

264.08

DEPOSIT TICKET

## Cash Management Log

DAY: Wednesday DATE: 8/11/10

SAFE COUNT										
NAME	OPEN:	MID 1:	MID 2:	MID 3:	CLOSE					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5	1P	1						4:00PM	1:00A
\$0.01	46	46	40	40					40	30
\$0.05	13	12	12	12					12	4
\$0.10	33	28	28	28					28	24
\$0.25	46	39	39	39					39	31
\$1.00	280	195	295	195					195	261
\$2.00	0	0	0	0					0	0
\$5.00	11	180	180	180					96	71
\$10.00	1	1	1	1					1	9
\$20.00	1	30	30	31					37	42
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	1999	1999	1999	1999					1999	1999
# Tills/Total \$	4/100	4/100	4/100	4/100					4/100	4/100
# Till Drops	1	1	1	1					1	1
Cust. Recov. Cert.	39	39	39	39					39	39
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	1	1	1	1					1	1
Comments:										

Report Store Operating Funds	
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION	
Cash Controller:	Taken By Cash Controller:
Preparing Deposit:	Date to Bank:
Start Time:	Time to Bank:
Deposit Bag #:	Deposit Bag #:
Deposit Witness:	Banking Witness:
Deposit \$:	Bank Validated \$:
Completion Time:	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1
Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TILL AUDIT #2
Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TILL AUDIT #3
Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1676485	HK	46478757	SL	4p
1676485	HK	46478757	SL	4p

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:	INITIALS:		
CC WITNESS (mandatory):	TIME:		
DROP BAG #S:			

\*Witness on tip drop removals must be the scheduled cash controller.